|  |  |
| --- | --- |
| Name of Club:  Name of Club President:  Name of Club Secretary:  Club Email: | Name of Tour Coordinator:  Contact Name:  Contact Number:  Contact Email:  Overseas Contact Details: |
| Travelling Group/Team Name:  Number in Group/Team:  Accompanying Group/Team Staff:  Others Accompanying on Tour (parents, caregivers, volunteers): | Proposed Tour Details (destination – countries/cities):  Proposed Tour Dates:  Name of Insurer:  Details of Insurance Coverage (attach policy): |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **HAZARD IDENTIFICATION**  **Type/Cause** | **RISK ASSESSMENT** | **ELIMINATION OR MITIGATION STRATEGIES** | **WHO/NAMES** | **WHEN** |
| Overseas Travel | * Adequate travel insurance and personal injury and accident sourced * Access to healthcare abroad * Health risk relating to active viruses in the local community * Weather (forecast weather event which may impact on travel) * Political instability of destination country | Choose an item. | * Adequate travel insurance and personal injury and accident sourced (please attach insurance policy) * Access to healthcare abroad confirmed and/or included in insurance coverage * Provide access to all preventative vaccinations * Review DFAT site for travel advise | Tour coordinator | Once travel bookings are made |
| Foreign country entry requirements | Vaccination   * Visa | Choose an item. | [Immunisations for travel](https://www.health.gov.au/topics/immunisation/when-to-get-vaccinated/immunisation-for-travel)   * [Visas for Australians travelling overseas](https://www.dfat.gov.au/travel/visas/visas-for-australians-travelling-overseas) | All travellers | Pre-tour |
| Familiar with local customs |  | Choose an item. | * Visit [Smart Traveller](https://www.smartraveller.gov.au/) | Tour coordinator/all travellers | Pre-tour |
| Prescription Drugs | * Travellers carrying prescription drugs | Choose an item. | * Visit <https://www.traveldoctor.com.au/> | All travellers | Pre-tour |
| Weather Conditions | * Exposure to climatic extremes (excessive heat, cold, humidity etc) * Is the location subject to extreme weather or natural events (e.g. hurricanes, tornadoes, earthquakes, flooding, avalanche, etc.) | Choose an item. | * Check weather forecasts for destination | Tour coordinator | Pre-tour/during tour |
| Food and drinking water | * Will the destination have difficulty providing reliable/safe drinking water/ice? * Will the destination have difficulty providing reliable/safe food (i.e. cooked and uncooked?) | Choose an item. | * Ensure bottled water is consumed * Only purchase food from reputable suppliers | Tour coordinator/Team Staff and Participants | On tour |
| Accommodation arrangements |  | Choose an item. | * Appropriate staff to child ratios | Tour coordinator | Pre-tour |
| Breaches of Child Protection laws failure to adhere to Child Safety Code of Behaviour | Breaches of Child Safety Code of Behaviour  Underage drinking or supervisors’ consumption of alcohol in presence of children | Choose an item. | * All Club staff and supervisors on tour to have Blue Card. Ensure compliance with Host Country regulations. All Tour staff complete [Child Safeguarding in Sport online module](https://elearning.sportintegrity.gov.au/blocks/androgogic_catalogue/index.php?c1=Courses) and NRL [Child Safety – Patrons of the Game](https://learn.playrugbyleague.com/ilp/pages/coursedescription.jsf?courseId=6170339#:~:text=In%20line%20with%20our%20Safeguarding,are%20patrons%20of%20the%20game%3F&text=This%20is%20compulsory%20online%20course,under%20the%20age%20of%2018.) * Adherence to Code of Conduct and Code of Behaviour 4.15 * [NRL Child Safe Code of Behaviour - Child Safe Conduct to keep our Children and Young People Safe](https://www.playrugbyleague.com/media/12637/nrl-child-safe-code-of-behaviour-child-safe-conduct-to-keep-our-children-and-young-people-safe.pdf?_ga=2.95310555.659624194.1684828605-704398500.1676874378) | Team staff and supervisors  Team staff and participants | Pre-tour / on tour  Pre-tour / on tour |
| Participation in rugby league games | * Tackling, being tackled and all contact related injuries   Collision with posts  Muscle tear caused by inadequate warm up  Breaches of Safe Play Code  Breaches of Code of Conduct | Choose an item. | * Check pre-event coaching sessions have taken place * Utilised checklists on Gallagher app relating to Injury Management, Ground Safety Checklist, Club Facility Checklist * Follow [heat](https://www.playrugbyleague.com/media/1936/heat-guidelines_with-changes1.pdf) and [storm](https://www.playrugbyleague.com/media/1935/electrical-storm-safety-guidelines_with-changes1.pdf) guidelines * Ensure players participate in correct age group * Return from injury and concussion protocols followed * Check field is playable and clear of hazards * Players use appropriate protective equipment including mouth guards * All coaching staff meet NRL accreditation required to supervise a rugby league team * Sports Trainers appointed as per [NRL On Field Policy](https://www.playrugbyleague.com/media/3098/nrl_on-field-policy_p005_v31_05_02_20192.pdf) * Officials have awareness of the [guidelines for keeping sport and recreation safe](https://www.qld.gov.au/recreation/sports/club-support/keeping-sport-and-recreation-safe) * Post pads in place * Teams should prepare adequately for each game * Age guidelines are adhered to * Participants should be aware of all rules pertaining to the [SafePlay Code](https://www.playrugbyleague.com/media/12860/spc_updated_2022.pdf) * All participants agree to [National Code of Conduct](https://www.playrugbyleague.com/laws-of-the-game-community/code-of-conduct/?_ga=2.169867105.1194901029.1679872178-1854683122.1636940711) | Official  Host rugby league body  Official  Host rugby league body  Host rugby league body  Host rugby league body  Coach  Host rugby league body  Host rugby league body  Official  Official  Coach  Official  Coach  Host rugby league body | Pre-event  Morning of event  Event day  Pre-game  Pre-game  Pre-game  Pre-game  Pre-event  Event day  Pre-event  Pre-game  Pre-game  Pre-game  Pre-event |
| Accident/Injury | Game, environment, or participant related | Choose an item. | * Medical conditions, disabilities or previous injuries identified * Location of closest hospital identified * Qualified First Aid Officer in attendance * Telephone and emergency telephone numbers available * Emergency vehicle access clear | Tour coordinator  Tour coordinator/host rugby league body  Tour coordinator  Host rugby league body  Host rugby league body | Pre-tour  On arrival to destination  [As per NRL On-Field Policy](https://www.playrugbyleague.com/media/3098/nrl_on-field-policy_p005_v31_05_02_20192.pdf)  On arrival to destination  Pre-event |
| Media and online communication | Defamatory comments or imagery posted to Social Media  Bullying or harassment peer to peer, staff to athlete | Choose an item. | [NRL Child Safe Code of Behaviour - Child Safe Conduct to keep our Children and Young People Safe](https://www.playrugbyleague.com/media/12637/nrl-child-safe-code-of-behaviour-child-safe-conduct-to-keep-our-children-and-young-people-safe.pdf?_ga=2.95310555.659624194.1684828605-704398500.1676874378) | Team staff and participants | Pre-tour / on tour |
| Extra-curricular activities | List activities here: | Define level of risk per activity: | Define steps taken to mitigate risk | Who is responsible? | When? |
| Bus travel to/from venue | * boarding coach * vehicle accidents | Choose an item. | * Ensure vehicle operators hold appropriate licence(s) and insurance * Check availability of seat belts * Vehicle to be appropriate for needs of the group e.g. wheelchair access if required * Enforce rules and monitor behaviour * Ensure seatbelts are worn | Tour coordinator/all coaching staff | Pre-event |
| Walking to/from venue | * struck by vehicle on road * uneven footpath | Choose an item. | * Appropriate officials / parent/carer volunteers attending to supervise excursion * Brief participants on rules and behaviour * Remain on pedestrian pathways and always use pedestrian crossings | Tour Coordinator  All parties | Pre-event  On route |

Venue and safety information reviewed and attached Yes/No

Plan prepared by:

* Club Name:
* Position:
* Prepared in consultation with:
* Date Prepared:

**Monitor and Review** - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

**Note:** Any changes (post submission) must be communicated to your Rugby League governing body.

Below is a risk matrix used to determine the risk level for each identified risk in the schedule above.

